



Login to SATERN at <https://satern.nasa.gov>

How to Register for Langley Onsite Courses via the SATERN Catalog

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Courses being offered onsite are displayed in two places in the SATERN Catalog.

HOW TO FIND GENERAL COURSES BEING OFFERED ONSITE

Click the [Catalog] tab.

NASA SATERN
System for Administration, Training, and Educational Resources for NASA

Welcome REBECCA HOWLETT | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Catalog Reports

• Home • Approvals • Profile • Regional Settings

Welcome REBECCA HOWLETT

5/2/2007

Attention all users running Mozilla® (and Safari) on Macintosh:
Portions of this site may not function properly with your browser. To ensure maximal functionality, please download the following plugin [JavaEmbeddingPlugin 0.9.4](#).

Welcome to SATERN -- NASA's new learning management system! This system is an approved e-Government Initiative, utilizing Plateau software, and providing simplified one-stop access to high quality training products and processes to support learning and development. SATERN provides desktop access to training enrollment and continuous learning.

Alerts
You have no alerts at this time.

Catalog
[View all available instructor-led items»](#)
[View all available online items»](#)
[Browse Catalog»](#)

Click [Advanced Catalog Search].

Personal Learning Catalog Reports

• **Browse Catalog** • Calendar of Offerings • Simple Catalog Search • **Advanced Catalog Search**

Browse Catalog

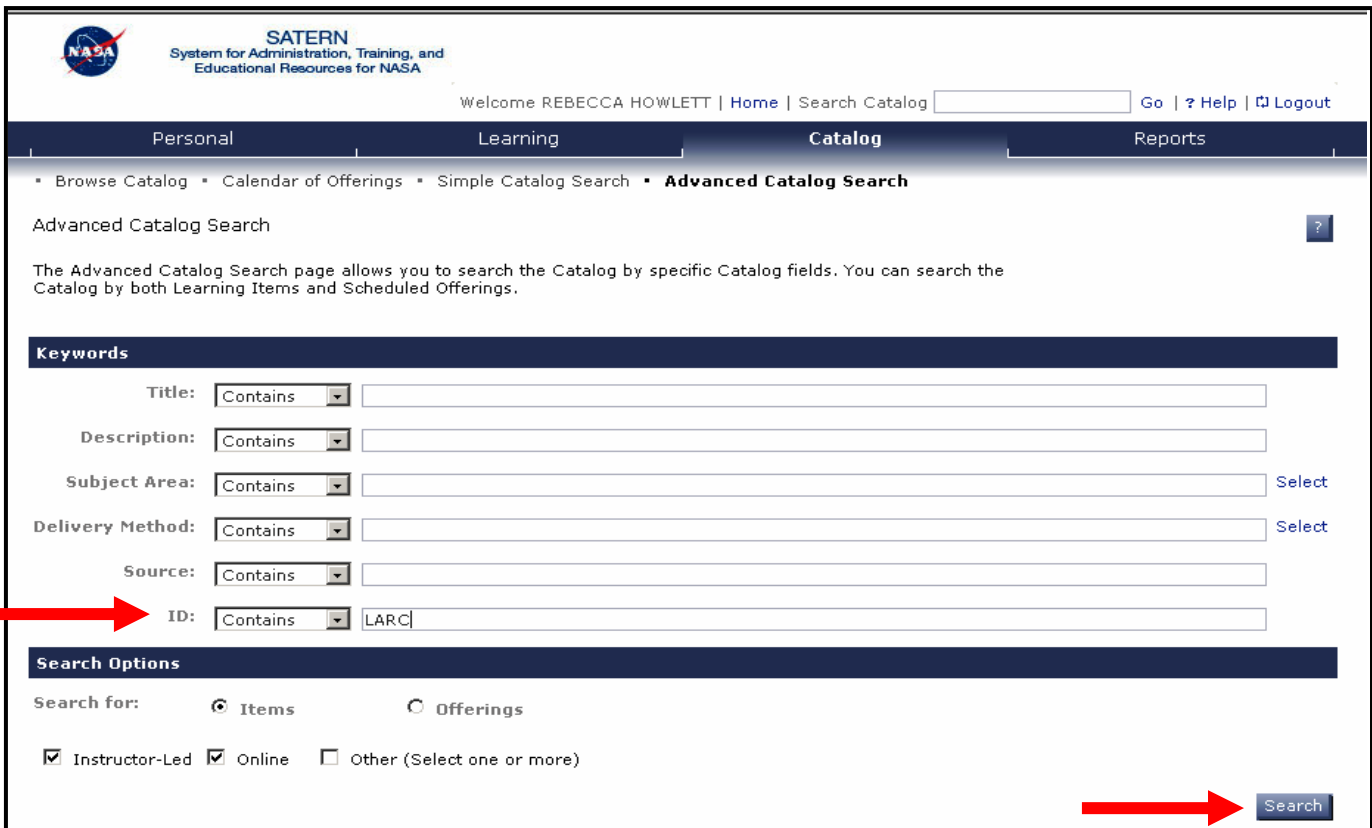
This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	
Business Management/Administration (11)	
Computer and Information Technology (2)	
Engineering (33)	

Please select Subject Area to view related items.

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In the ID field, type LARC. Click [Search].



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Personal Learning **Catalog** Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • **Advanced Catalog Search**

Advanced Catalog Search ?

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by both Learning Items and Scheduled Offerings.

Keywords

Title: Contains

Description: Contains

Subject Area: Contains [Select](#)

Delivery Method: Contains [Select](#)

Source: Contains

ID: Contains LARC

Search Options

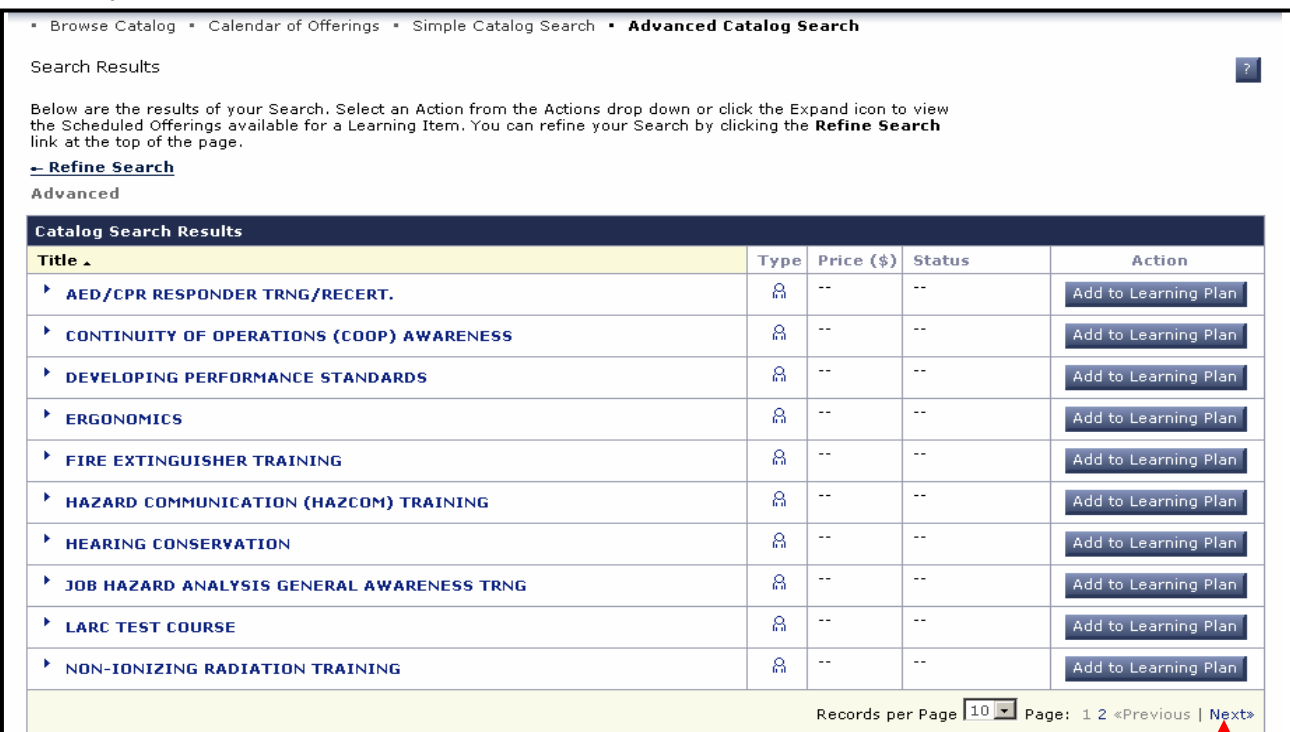
Search for: ☒ Items ☐ Offerings

☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

[Search](#)

Sample screen results.

You may need to scroll down the screen or click to another screen to view all courses.



• Browse Catalog • Calendar of Offerings • Simple Catalog Search • **Advanced Catalog Search**

Search Results ?

Below are the results of your Search. Select an Action from the Actions drop down or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the **Refine Search** link at the top of the page.

[← Refine Search](#)

Advanced

Catalog Search Results

Title	Type	Price (\$)	Status	Action
▶ AED/CPR RESPONDER TRNG/RECERT.	👤	--	--	Add to Learning Plan
▶ CONTINUITY OF OPERATIONS (COOP) AWARENESS	👤	--	--	Add to Learning Plan
▶ DEVELOPING PERFORMANCE STANDARDS	👤	--	--	Add to Learning Plan
▶ ERGONOMICS	👤	--	--	Add to Learning Plan
▶ FIRE EXTINGUISHER TRAINING	👤	--	--	Add to Learning Plan
▶ HAZARD COMMUNICATION (HAZCOM) TRAINING	👤	--	--	Add to Learning Plan
▶ HEARING CONSERVATION	👤	--	--	Add to Learning Plan
▶ JOB HAZARD ANALYSIS GENERAL AWARENESS TRNG	👤	--	--	Add to Learning Plan
▶ LARC TEST COURSE	👤	--	--	Add to Learning Plan
▶ NON-IONIZING RADIATION TRAINING	👤	--	--	Add to Learning Plan

Records per Page 10 Page: 1 2 «Previous | [Next](#)»




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HOW TO FIND SAFETY OR IEM COURSES BEING OFFERED ONSITE

Some onsite courses are sponsored by the Agency.
To find Safety courses, type **SAFETY** in the search Catalog field.
To find IEM courses, type **IEM** in the search Catalog field.
If you know the course title, you may also enter it here.

Click [Go] to start the search.



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Welcome REBECCA HOWLETT | [Home](#) | [Search Catalog](#) [Go](#) | [? Help](#) | [Logout](#)

Personal

Learning

Catalog

Reports

[Home](#) | [Approvals](#) | [Profile](#) | [Regional Settings](#)

Welcome REBECCA HOWLETT

5/2/2007

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Catalog
[View all available instructor-led items>](#)
[View all available online items>](#)
[Browse Catalog>](#)


Sample screen results.


You may need to scroll down the screen or click to another screen to view all courses.

Catalog Search Results				
Title ^	Type	Price (\$)	Status	Action
HYDROGEN SAFETY	Icon	--	--	Request Schedule Add to Learning Plan
HYPERGOL SYSTEMS: DESIGN, BUILDUP, AND OPERATION	Icon	--	--	Request Schedule Add to Learning Plan
Independent Technical Authority Awareness Module	Icon	0.00	--	Launch content Add to Learning Plan
▶ JOB HAZARD ANALYSIS GENERAL AWARENESS TRNG	Icon	--	--	Add to Learning Plan
▶ LABORATORY SAFETY AND HEALTH	Icon	--	--	Add to Learning Plan
Laser Safety	Icon	0.00	--	Launch content Add to Learning Plan
▶ LASER SAFETY TRAINING	Icon	--	--	Add to Learning Plan
LIFE SAFETY CODE	Icon	--	--	Request Schedule Add to Learning Plan
LIFT MANAGER TRAINING COURSE	Icon	--	--	Request Schedule Add to Learning Plan
▶ LIQUID NITROGEN HANDLERS COURSE	Icon	--	--	Add to Learning Plan
Records per Page <input type="text" value="10"/> Page: 3 4 5 6 7 <Previous Next>				



Login to SATERN at <https://satern.nasa.gov>


Instructor led courses are indicated by the icon - 



Online courses are indicated by the icon 

Once you have located the course for which you want to register



Click the blue arrow next to the class title to see the available scheduled sessions.


If a blue arrow does not appear next to the class title, it means that a session is not currently available.



Catalog Search Results				
Title ▾	Type	Price (\$)	Status	Action
▶ LARC TEST COURSE		--	--	Add to Learning Plan
▶ LARC TEST TRAINING		--	--	Add to Learning Plan


To view the session details, click on the Start Date/Time information.

Catalog Search Results																			
Title ▾	Type	Price (\$)	Status	Action															
▶ LARC TEST COURSE		--	--	Add to Learning Plan															
▼ LARC TEST TRAINING		--	--	Add to Learning Plan															
<table><thead><tr><th>Start Date/Time</th><th>Duration</th><th>Facility & Location</th><th>Price (\$)</th><th>Action</th></tr></thead><tbody><tr><td>7/23/2007 09:00 AM EST</td><td>8 hours</td><td>LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4</td><td>0.00</td><td>Register</td></tr><tr><td>7/25/2007 09:00 AM EST</td><td>8 hours</td><td>LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4</td><td>0.00</td><td>Register</td></tr></tbody></table>					Start Date/Time	Duration	Facility & Location	Price (\$)	Action	7/23/2007 09:00 AM EST	8 hours	LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4	0.00	Register	7/25/2007 09:00 AM EST	8 hours	LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4	0.00	Register
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7/25/2007 09:00 AM EST	8 hours	LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4	0.00	Register															



Note: You may need to scroll through the screen to view information.

Scheduled Offering Details				
← Back				
Offering of LARC TEST TRAINING				
▼ Summary Information				
LARC TEST TRAINING				Register
Scheduled Offering ID: 13110				
Item Description: This course is to demonstrate the registration feature of SATERN.				
▼ Segment Details				
Segment	Start	End	Facility & Location	Instructor
1	7/23/2007 09:00 AM EST	7/23/2007 05:00 PM EST	LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4	,
▶ Registration Information				
▶ Contact Information				





Login to SATERN at <https://satern.nasa.gov>

To register for the session, click the **[Register]** button.

Scheduled Offering Details ?

[← Back](#)

Offering of LARC TEST TRAINING

▼ **Summary Information**

LARC TEST TRAINING
Scheduled Offering ID: 13110
Item Description: This course is to demonstrate the registration feature of SATERN.

Register

▼ **Segment Details**

Segment	Start	End	Facility & Location	Instructor
1	7/23/2007 09:00 AM EST	7/23/2007 05:00 PM EST	LARC-BLDG-1194A - LARC-BLDG-1194A-RM-203/4	,

▶ **Registration Information**

▶ **Contact Information**

Clicking on the Registration Information arrow and Contact Information arrow provides additional course details.

▼ **Registration Information**

Capacity: 0 of 25 enrolled, 0 waitlisted
Cutoff Date: 6/1/2007 04:30 PM EST
Self Registration: Yes

▼ **Contact Information**

Contact Name: Rebecca Howlett
Contact Email: Rebecca.D.Howlett@nasa.gov
Contact Phone: 864-3623
Contact Fax: 864-8543

The registration process for some onsite classes may require approval from your Supervisor, Directorate Training Coordinator, and/or the Center Training Office.
If so, you will see the following screen:

Personal Learning Catalog Reports

▪ Browse Catalog ▪ Calendar of Offerings ▪ **Simple Catalog Search** ▪ Advanced Catalog Search

Warning Details:

- The scheduled offering (13110) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

No Yes

Click the YES button to proceed with registration or the NO button to cancel.



After clicking YES to proceed, the approval steps, if any, will display.



Entering comments is optional.

- If accommodations are needed, such as an interpreter, please indicate it here. You should also contact the Equal Opportunity Office which will make arrangements.
- If there are instructions in the course description asking employees to submit information, it should be typed here.

Click [**Confirm**] to finish the registration process.

Registration

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous **Confirm**

Offering

LARC TEST TRAINING
COURSE LARC-TEST-TRAINING
Scheduled Offering ID: 13110
Revision: 4/4/2007 02:10 PM EST
Start Date: 7/23/2007 09:00 AM EST
End Date: 7/23/2007 05:00 PM EST
Capacity: 0 of 40 enrolled, 0 waitlisted
Price (\$): 0.00

Approval Step	Approvers
Initial Approval	Supervisor Level 1 (Show All)
Training Office	TRAINING OFFICE (Show All)

*SAMPLE ROUTE
Actual approval route
will vary
(if one is needed).*

Registration Comments

Learner Name: HOWLETT, REBECCA D
Registration Status: PENDING (Pending)
Comments:

★ Optional.

The following screen will display. This completes the registration process.
You will also receive a confirmation via email.

Personal Learning **Catalog** Reports

• Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Registration

Registration Comments → Finished

LARC TEST TRAINING
COURSE LARC-TEST-TRAINING
Revision: 4/4/2007 02:10 PM EST
Start Date: 7/23/2007 09:00 AM EST
End Date: 7/23/2007 05:00 PM EST
Capacity: 0 of 40 enrolled, 0 waitlisted
Price (\$): 0.00

Success

Learner Name: HOWLETT, REBECCA D
Registration Status: PENDING (Pending)
Comments:

Your status will be "pending" until final enrollment decisions have been made. If selected, you will receive an email stating confirmation of enrollment.



If no approval route is needed, the registration will display as follows.



Entering comments is optional.

- If special accommodations are needed, such as an interpreter, please indicate it here. You should also contact the Equal Opportunity Office which will make arrangements.
- If there are instructions in the course description asking employees to submit information, it should be typed here.

Click [**Confirm**] to finish the registration process.

Registration

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous **Confirm**

Offering

LARC TEST COURSE
COURSE LARC-TEST-COURSE
Scheduled Offering ID: 13108
Revision: 4/4/2007 01:47 PM EST
Start Date: 6/18/2007 08:30 AM EST
End Date: 6/18/2007 04:30 PM EST
Capacity: 0 of 25 enrolled, 0 waitlisted
Price (\$): 0.00

Registration Comments

Learner Name: HOWLETT, REBECCA D
Registration Status: ENROLL (Enrolled)
Comments:

★ Optional.

The following screen will display. This completes the registration process.
You will also receive a confirmation via email.

Registration

Registration Comments -> Finished

LARC TEST COURSE
COURSE LARC-TEST-COURSE
Revision: 4/4/2007 01:47 PM EST
Start Date: 6/18/2007 08:30 AM EST
End Date: 6/18/2007 04:30 PM EST
Capacity: 0 of 25 enrolled, 0 waitlisted
Price (\$): 0.00

Success

Learner Name: HOWLETT, REBECCA D
Registration Status: ENROLL (Enrolled)
Comments:



To withdraw from a course:

If you withdraw within three days of the course start date, please also contact the course Point of Contact or the Training Branch.



No shows or last minute cancellations not only impact course registrations but funding that has already been obligated.

Click on the **[Learning]** tab and then click the **[Learning Plan]** link.

Locate course from which you want to withdraw.

Click the **[View registration]** button.

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Personal Learning Catalog Reports

• **Learning Plan** • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • External Training Requests

Learning Plan ?

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

[Expand All] [Collapse All]

Learning Plan		Items: All	Required: All		
Title	Type	Required By	Status	Action	Remove
Basic IT Security for 2006	📄		In progress	Launch content	🗑️
IEM1010 Accounts Payable Overview - Invoice Processing FI & MM	📄📄		Enrolled / Available	Launch content View registration	
IEM1011 NF533 CCR Super User Overview	📄📄		Enrolled / Available	Launch content View registration	
IEM1034 PR to PO Overview for the Outside Buyer	📄📄		Must be registered	Request Schedule	🗑️
NASA Purchase Card Program	📄		In progress	Launch content	🗑️

Click the **[Withdraw]** button.

[Back](#)

IEM1011 NF533 CCR Super User Overview
COURSE IFM-017-05
Revision: 9/7/2006 01:00 AM EST
Item Description: This communication event include changes to the CCR Worksheet based on SAP Version Update (SVU).

▼ **Assignment Information**

Required Date:	Completion Date:	Days Remaining:
Assignment Type:	Assignment Date: 10/1/2006	Assigned By: Learner (rdhowlett)

▼ **Current Registration**

Days	Start	End	Location	Status	Action
2	10/25/2006 02:00 PM EST	10/26/2006 05:30 PM EST	LARC-BLDG-1001 - LARC-BLDG-1001-RM-108	Enrolled	View Details Withdraw

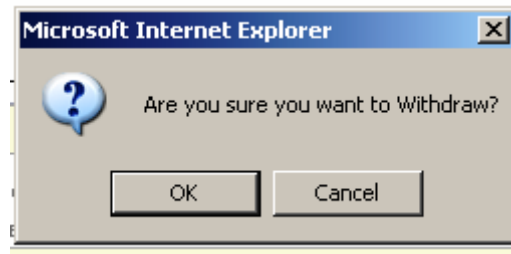
► Available Scheduled Offerings

► Request Schedule



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Click the **[OK]** button.



Click the **[Yes]** button.

